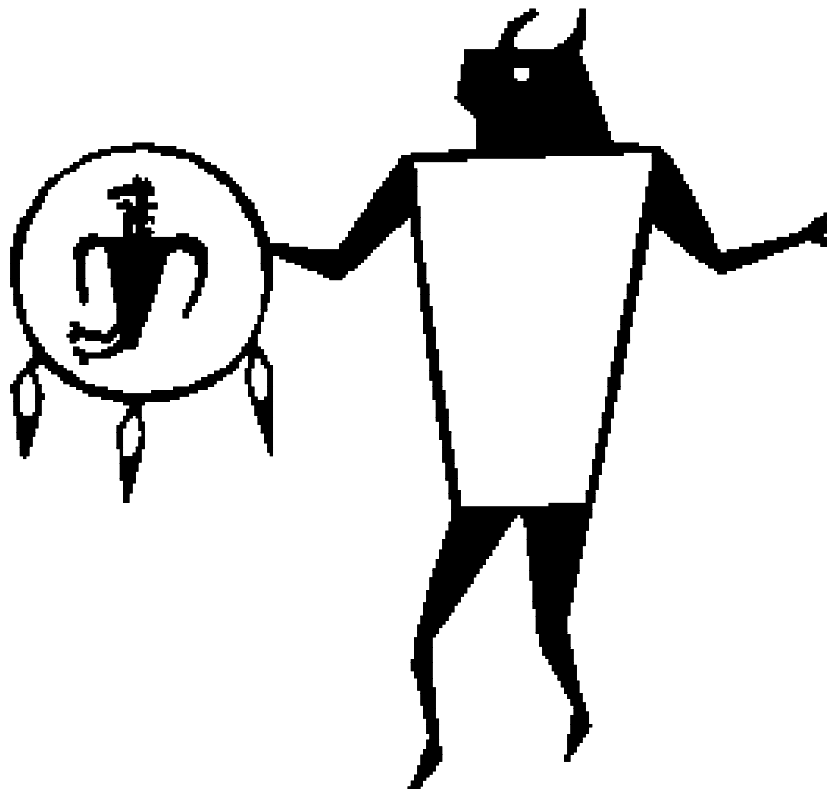


Application for **Emergency Shelter
Grants Program**



1997 Application Kit

Competition for Indian Tribes
and Alaskan Native Villages

Emergency Shelter Grants Program

OMB Approval No. 2577-0205 (exp. 7/31/98)

Indian Tribes and Alaskan Native Villages

Public reporting burden for this collection of information is estimated to average 32 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0205), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

General Instructions

1. Purpose. This application is for the use of tribes and Native Alaskan Villages to apply for ESG funds described in the Notice of Funding Availability (NOFA).

2. Continuum of Care. A continuum of care system consists of three basic components:

- (a) a prevention plan and outreach activities designed to bring homeless persons into a system and assess their needs;
- (b) transitional housing combined with rehabilitative services; and
- (c) placement into permanent housing.

Depending on the specific needs of the individual or family, continuing supportive services may be provided. For projects serving families, the projects and activities should serve the family together, and should work to strengthen the family structure.

3. Eligible applicants.

Any Indian tribe, band, group, or nation including Alaska Indians, Aleuts, and Eskimos and any Alaskan Native Village of the United States, which is considered an eligible recipient under Title I of the Indian Self-Determination and Education Assistance Act or was an eligible recipient under the State and Local Fiscal Assistance Act of 1972 before repeal of the Act.

Tribal organizations which are eligible under Title I of the Indian Self-Determination and Education Assistance Act may apply on behalf of any Indian Tribe, band, group, nation, or Alaskan Native village eligible under that act for funds under this part when one or more of these entities have authorized the Tribal organization to do so through concurring resolutions. Such resolutions must accompany the application for funding. Eligible Tribal organizations under Title I of the Indian Self-Determination and Education Assistance Act will be determined by the Bureau of Indian Affairs.

4. Regulations.

The ESG set aside is governed by the regulations at 24 CFR 576 as modified by the statutory changes described in the NOFA. The regulations are available from the nearest HUD Office of Native American Programs serving your area. You are strongly urged to review them.

5. Application Submission Requirement.

Application deadline. Only timely applications will be considered for funding. To be considered timely, an application must be received by the nearest HUD Office of Native American Programs by 3:00 p.m. on the date specified in the NOFA. Applications received after that date will not be accepted even if postmarked by the deadline date.

An original completed application. The application

contains an SF 424 and certifications that must be signed by the authorized official of the tribe, information to be provided through narrative descriptions, and tables to be completed. This application will be reviewed by HUD staff in its Office of Native American Programs. Tribes must send an original complete application and one copy to the nearest HUD Office of Native American Programs as described in the NOFA.

6. Definitions.

Administration. Administrative costs are defined as costs of administering the grant and **not** as costs associated with delivering shelter or services. Staff salaries involved in management of the grant and reporting to HUD are eligible administrative expenses. No more than five (5) percent of the total ESG grant may be spent for administration. This means 5% of the subtotal of the amount of ESG funds requested for eligible activities.

Conversion, rehabilitation, renovation. The conversion, rehabilitation, and lease of real property are eligible expenses, but the acquisition of real property and new construction are not.

Essential Services. Eligible expenses for essential services are defined at 24 CFR 576.3. The definition includes assistance in obtaining permanent housing, substance abuse treatment, assistance in obtaining Federal, State, and local assistance, and other services such as life skills training, literacy, education, or job training. No more than 30 percent of the total ESG grant can be spent on essential services without obtaining a waiver of this statutory cap from HUD. If you plan to exceed this cap, specify here the amount you plan to spend on essential services and submit a waiver request to the nearest HUD Office of Native American Programs following the guidelines at 24 CFR 576.21(c).

Homeless population The number of homeless people to be entered in Exhibit 5 is an estimate of the total number of homeless people in the area to be served at the time that the application is submitted. The population to be assisted through HUD's McKinney Act programs are those "...who, without the intervention of a HUD-administered program, would spend the night in a shelter or in a place not meant for human habitation."

Persons are considered homeless for purposes of this program if they are sleeping in places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, or other places outside.

Persons will also be considered homeless if: (1) They are in the process of being evicted from private dwellings or are handicapped persons being discharged from institutions; (2) have no subsequent residences identified; and (3) they lack the resources and support networks needed to obtain access to housing. To determine if a person is homeless, the question to

ask is whether the person would spend the night in a place not meant for human habitation if he or she does not receive the assistance.

Homeless Prevention. Eligible expenses for homeless prevention activities are defined at 24 FR 576.3. No more than 30 of the total ESG grant can be spent on homeless prevention activities. This cap may not be waived. Homeless prevention assistance to families must meet the conditions specified at 24 CFR 576.21(a)(4).

Minimum Habitability Standards. Habitability Standards that apply to emergency shelters are as follows:

Structure and materials. The shelter shall be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the occupants from the environment.

Access. The shelter shall be accessible and capable of being utilized without unauthorized use of other private properties. The building shall provide an alternate means of egress in case of fire.

Space and security. Each occupant shall be afforded adequate space and security for the occupant's person and belongings. Each occupant shall be provided an acceptable place to sleep.

Interior air quality. Every room or space shall be provided with natural or mechanical ventilation. The shelter shall be free of pollutants in the air at levels that threaten the health of the occupants.

Water supply. The water supply shall be free from contamination that threaten the health of the occupants.

Sanitary facilities. Shelter occupants shall have access to sanitary facilities that are in proper operating condition, can be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.

Thermal environment. The shelter shall have adequate heating and cooling facilities in proper operating condition.

Illumination and electricity. The shelter shall have adequate natural or artificial illumination to permit normal indoor activities

and to support the health and safety of occupants. Sufficient electrical sources shall be provided to permit use of essential electrical appliances while assuring safety from fire.

Food preparation and refuse disposal. All food preparation areas shall contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.

Sanitary condition. The shelter and its equipment shall be maintained in sanitary condition.

Operations. Where funds are being requested for the maintenance or operation of emergency shelter, submit a proposed annual budget for all shelters or units involved.

Eligible expenses for operation are defined at 24 CFR 576.21. The statute covering eligible activities states under section 414(a)(3), "Maintenance, operation (other than staff), insurance, utilities, and furnishings." The use of ESG funds in structures that are normally used as commercial hotel or motel businesses is restricted to the payment of rent at 24 CFR 576.31. Nearly all expenses, except the salary costs of staff who directly manage the shelter operations, are eligible operating expenses. For example, the cost of food served in a shelter, including staff costs except as described below, is considered an eligible operating expense because meals are provided to the residents who might not otherwise have them. Staff costs associated with maintenance or security are eligible.

Section 1402(e) of the Housing and Community Development Act of 1992 (Pub. L. 102-550, approved October 28, 1992) made paying the salary costs of staff operating shelters an eligible activity. Heretofore, Section 414(a)(3) had prohibited grantees from paying staff costs for operations. With this change, up to ten (10) percent of a grantee's ESG grant allocation may be spent on staff costs involved with operations related to emergency shelter. Staff costs associated with maintenance or security continue to be eligible and are not counted towards the ten percent cap.

If there are questions about the classification of or eligibility of items or activities, you should call the nearest HUD Office of Native American Programs staff for clarification.

Emergency Shelter Grants Program

Indian Tribes and Alaskan Native Villages Table of Contents for Applicant's Submission

Page Number	Item
_____	Standard Form 424 (SF-424)
_____	Certifications
_____	Prohibition on Use of Federal Funds for Lobbying Certification
_____	Exhibit 1 Applicant Information
_____	Exhibit 2 Project Summary
_____	Exhibit 3 Homeless Population
_____	Exhibit 4 Rating Criteria
_____	Exhibit 5 Facility Description
_____	Exhibit 6 Rehabilitation Budget
_____	Exhibit 7 Match Documentation

Application for Federal Assistance

OMB Approval No. 0348-0043

		2. Date Submitted	Applicant Identifier
1. Type of Submission: <div style="display: flex; justify-content: space-between;"><div>Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction</div><div>Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction</div></div>		3. Date Received by State	State Application Identifier
		4. Date Received by Federal Agency	Federal Identifier
5. Applicant Information			
Legal Name		Organizational Unit	
Address (give city, county, State, and zip code):		Name, telephone number, and facsimile number of the person to be contacted on matters involving this application (give area codes)	
6. Employer Identification Number (EIN): <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> — <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div>		7. Type of Applicant: (enter appropriate letter in box) <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; vertical-align: middle;"></div> <div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;">A. State</div><div style="width: 50%;">H. Independent School Dist.</div><div style="width: 50%;">B. County</div><div style="width: 50%;">I. State Controlled Institution of Higher Learning</div><div style="width: 50%;">C. Municipal</div><div style="width: 50%;">J. Private University</div><div style="width: 50%;">D. Township</div><div style="width: 50%;">K. Indian Tribe</div><div style="width: 50%;">E. Interstate</div><div style="width: 50%;">L. Individual</div><div style="width: 50%;">F. Intermunicipal</div><div style="width: 50%;">M. Profit Organization</div><div style="width: 50%;">G. Special District</div><div style="width: 50%;">N. Other (Specify):</div></div>	
8. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; vertical-align: middle;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; vertical-align: middle;"></div> <div style="display: flex; justify-content: space-between;"><div>A. Increase Award</div><div>B. Decrease Award</div><div>C. Increase Duration</div><div>D. Decrease Duration</div><div>Other (specify):</div></div>		9. Name of Federal Agency: U.S. Department of Housing and Urban Development	
10. Catalog of Federal Domestic Assistance Number: Title: <div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">4</div> — <div style="border: 1px solid black; padding: 2px; display: inline-block;">2</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">3</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div>		11. Descriptive Title of Applicant's Project:	
12. Areas Affected by Project (cities, counties, States, etc.):			
13. Proposed Project:		14. Congressional Districts of:	
Start Date	Ending Date	a. Applicant	b. Project
15. Estimated Funding: <div style="background-color: #cccccc; height: 200px; width: 100%;"></div>		16. Is Application Subject to Review by State Executive Order 12372 Process? a. Yes This preapplication/application was made available to the State Executive Order 12372 Process for review on: Date: _____ b. No <input type="checkbox"/> Program is not covered by E.O. 12372 or <input type="checkbox"/> Program has not been selected by State for review.	
		17. Is the Applicant Delinquent on Any Federal Debt? <input type="checkbox"/> Yes If "Yes," explain below or attach an explanation <input type="checkbox"/> No	
18. To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.			
a. Typed Name of Authorized Representative		b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed	

Instructions for the SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, D.C. 20503. Please do not return your completed form to the Office of Management and Budget; send it to the address provided by the sponsoring agency .

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item	Entry	Item	Entry
1.	Self-explanatory.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Self-explanatory.
14.	If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
5.	Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.	15.	Reserved.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process
7.	Enter the appropriate letter in the space provided.	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Check appropriate box and enter appropriate letter(s) in the space(s) provided: <ul style="list-style-type: none">– "New" means a new assistance award.– "Continuation" means an extension for an additional funding budget period for a project with a projected completion date.– "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

Tribal Grantee

Emergency Shelter Grants Program

Certifications by the Chief Executive Officer

I _____, Chief Executive Officer of (Tribe or Alaskan Native Village) _____, certify that the tribe will ensure the provision of the matching supplemental funds required by the regulation at 24 CFR 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the tribe will comply with:

- (1) The requirements of 24 CFR 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
 - (2) The requirements of 24 CFR 576.53 concerning the continued use of buildings for which emergency shelter grants are used for rehabilitation or conversion of buildings as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services that a substitute site or shelter may be used so long as the same general population is served.
 - (3) The building standards requirement of 24 CFR 576.55 or, if there are no local building standards applicable to the area to be served, the Section 8 Housing Quality Standards.
 - (4) The requirements of 24 CFR 576.56 that homeless individuals and families must be given assistance in obtaining appropriate supportive services and other assistance;
 - (5) The requirements of Title 11 of Public Law 90-284 (25 U.S.C. 1301) (the Indian Civil Rights Act) and the requirements of section 7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e(b)), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), and Executive Orders 11625, 12432, and 12138 promoting the use of minority business enterprises and women-owned businesses to the maximum extent consistent with, but not in derogation of, the Indian Self Determination and Education Assistance Act;
 - (6) The requirements of 24 CFR 576.59 concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;
 - (7) The requirement of 24 CFR 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds;
 - (8) The requirements of 24 CFR Part 24 concerning the Drug Free Workplace Act of 1988;
 - (9) The requirement of the National Affordable Housing Act (Pub. L. 101-625, November 28, 1990) contained in Section 832(e)(2)(C) that grantees "develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted" under the Emergency Shelter Grants Program and "that the address or location of any family violence shelter project assisted" under the Emergency Shelter Grants Program "will, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public;" and
 - (10) The requirement of the National Affordable Housing Act (Pub. L. 101-625, November 28, 1990) contained in Section 832(g) that a facility proposed for use as an emergency shelter will meet the minimum habitability standards prescribed by the Department and as specified in the application.
- I further certify that the tribe will comply with the provisions of, and regulations and procedures in accordance with 24 CFR part 50 that implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332)
- I further certify that the submission of an application for an emergency shelter grant is authorized under tribal law and that the tribe possesses legal authority to carry out emergency shelter grant activities in accordance with applicable laws and regulations of the Department of Housing and Urban Development.

Chief Executive Officer

(Name) _____
(Title) _____
(Signature) _____
(Date) _____

Tribal Grantee (for grants exceeding \$100,000)
Emergency Shelter Grants Program
Prohibition of the Use of Federal Funds for Lobbying
Certification

I _____, Chief Executive Officer of (Tribe or Alaskan Native Village) _____
_____, certify to the best of my knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the tribe, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the tribe shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The tribe shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Chief Executive Officer

(Name) _____

(Title) _____

(Signature) _____

(Date) _____

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Exhibit 1

Applicant Information

Name of Tribe, Band, or
Alaskan Native Village: _____

Name of Authorized Official: _____

Address or reservation location
(include street, city, State,zip): ** _____

Name of Contact Person
most knowledgeable
about this project(s): _____

Phone: (include area code) _____

** Attach to your application a map showing the location(s) of the proposed project(s).

Exhibit 2

Project Summary

- A. 1. **Overview.** Provide a brief overview of your proposed project(s): describing the major goals of the project(s), the activities to be carried out with ESG funds. Your description must be limited to no more than 5 double spaced typed pages.
2. **Major Milestones.** Provide a schedule of when these activities will occur. Enter the number of days from the date of grant award that each of the following activities will occur. (if the event has already taken place, enter the date it took place. If the event will not take place enter "NA."

Activity	Days or Date
Rehabilitation started	
Rehabilitation completed	
Operations staff hired	
Residents begin to occupy	
Essential services begin	
Homeless prevention begins	

- B. Provide the amounts of ESG funds requested for your proposed project(s) in the table below. The definitions of eligible activities can be found at 24 CFR 576.3 and 576.21(a).

Proposed Budget		
Activity	Amount of ESG funds Requested	Percent of the total of ESG funds Requested
1. Conversion, rehabilitation, renovation	\$	%
2. Operations (staff costs up to 10% of total) *	\$	%
3. Essential Services (no more than 30% of total) *	\$	%
4. Homeless Prevention (no more than 30% of total) *	\$	%
5. Subtotal (sum of amounts above)	\$	%
6. Administration (no more than 5% of the subtotal) *	\$	%
7. Total **	\$	%

* See definitions in **General Instructions**.

** Total equals the sum of the amounts requested plus no more than 5% of that sum

Exhibit 3

Homeless Population

A. All applicants must enter the requested information in the "projected level" columns below. If you are expanding a facility to assist the homeless, you must complete the "current level" column as well as the "projected level" column. Do not double count persons in item 2. Item 2 is not sum of 1a and 1b, but is the number of homeless individuals not in families to be served.

	Current level	Projected level
1. Number of homeless families with children served annually.		
a. Number of adults		
b. Number of children		
2. Number of homeless individuals served annually		

B. Complete this chart estimating the percentage of projected participants who are affected by the indicated problems. (Participants may be listed in more than one category of problem, in which case the column total will exceed 100%.)

	Projected %
1. Drug abuse only	
2. Alcoholism only	
3. Both drug and alcohol abuse *	
4. Severe mental illness only	
5. Dual diagnosis (both substance abuse and mental illness)	
6. Domestic violence	
7. HIV+ or AIDS	
8. Other (specify):	

* Only the percentage of persons to be served who experience both alcohol and drug abuse should be entered.

Exhibit 4

Rating Criteria

Applications will be assigned a rating score and placed in ranked order, based upon the criteria described in this section. Points will be awarded for each of the rating criteria and grant awards will be made according to the ranking of those points. On separate sheets, you should address these criteria as completely as possible. Information for each of the rating criteria must be limited to no more than three typed double-spaced pages.

- (1) **Applicant capacity (30 points).** HUD will award up to 30 points to an applicant that demonstrates the ability to carry out activities under its proposed program within a reasonable time, and in a successful manner, after execution of the grant agreement by HUD. The applicant's description of its previous experience, such as whether it has received a grant under this program, how many grants it has received, and whether the grants have been closed out successfully, will weigh heavily in the scoring. Documented evidence of poor or slow performance in the ESG program will enter strongly into that determination. The applications that rate highest on this criterion will show substantial experience as an organization and/or staff in past endeavors that are directly related to the proposed project.
- (2) **Need (20 points).** HUD will award up to 20 points to an applicant that demonstrates the existence of an unmet need for the proposed project in the area to be served. The applicants with the highest scores on this criterion will be the ones that: (a) clearly define the unmet housing and essential services needs of the homeless population proposed to be served in the area to be served by the project; (b) demonstrate in-depth knowledge of the population to be served and its needs; and (c) set forth an outreach strategy that assures that the intended population will be served. In reviewing applications under this criterion, HUD will consider demonstrated evidence of need such as the following: (1) the existence and length of the waiting list from the Indian Housing Authority, or other documentation regarding housing waiting lists (e.g., for the Indian HOME Program or the Bureau of Indian Affairs Housing Improvement Program), and how long a homeless individual could expect to remain on such a waiting list; (2) Data on the degree of housing overcrowding; (3) A housing survey conducted by the Tribe; and (4) Documentation for type of assistance needed (e.g., the use of police reports or other documentation of domestic violence abuse).

- (3) **Service to homeless population (20 points).** HUD will award up to 20 points to an applicant that proposes to serve that part of the Indian homeless population that is most difficult to reach and serve, i.e., those persons having a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, sleeping accommodations for human beings. In urban areas, this is usually referred to as living "on the street." To the extent that Indians living on reservations live in such situations (e.g., sleeping in cars, abandoned structures, out in the open), they meet the definition of living in conditions similar to "living on the street."

In reviewing applications under this criterion, HUD will consider the extent to which the application identifies the hard-to-reach Indian homeless population and describes why this population is difficult to reach and serve, e.g., in terms of the population's geographic location, specific problems, or willingness to enter into the program. HUD will focus upon proposed outreach and intake plans, and, especially, the degree to which such plans would maximize the likelihood that homeless persons would be served by the proposed project. The outreach strategy/intake procedures to seek out and evaluate the needs of the population to be served should be clearly described in the application.

- (4) **Appropriateness of essential services (30 points).** HUD will award up to 30 points to an applicant that proposes essential services that: (a) are appropriate to the unmet needs of the population proposed to be served, as those needs are described in the application in accordance with criterion 2 (Need); (b) are used or coordinated with existing sources of supportive services and networks of support in the community; and (c) help, to the degree possible, to move residents to longer term housing situations. Applicants should describe what services are available and how they will make those services accessible to the people they serve. In addition, HUD will evaluate the means by which the people to be served will be assisted in moving to permanent housing that is appropriate and affordable. Applicants should describe what resources are available to assist the population they serve to find permanent housing.

Exhibit 5

Facility Description

- A. In the first column, provide the name of the shelter, facility, or project where the shelter or services to be described throughout this application are provided. If more than one facility is involved fill in the additional rows. The same facility name should appear in the same order in other applicable exhibits of this application. Please check the box that describes the shelter or facility to receive ESG funds. This information describes the type of facility or project(s) identified in the first column. Check more than one box if applicable.

Name and Address of Shelter or Facility	Shelter *	Day Center *

☐ Check here if the applicant will fund an area-wide service that is not related to an over-night shelter facility. Provide the name of the organization that will be providing the service:

Definitions for part A:

Shelter: Facility that provides temporary, emergency, or transitional shelter only overnight or for 24 hours per day "...so that [homeless] persons have access not only to safe and sanitary shelter, but also to the supportive services and others kinds of assistance they need to improve their situations." In addition, the program is also intended to restrict the increase of homelessness through the funding of preventive programs and activities. Persons may receive assistance or reside at such a facility for a maximum of 24 months.

Day Center: This is a facility that does not provide overnight shelter but is a place where eligible homeless persons receive shelter and assistance with obtaining services during the day. The purpose is to provide basic facilities for sanitation, health, and access to other services.

Area-wide Service: This is assistance to homeless individuals or families offered by an organization that does not operate a shelter or day center facility but provides services to homeless individuals over an area or jurisdiction, e. g. health care or homelessness prevention.

- B. Complete the following information in this table about any facility that will be used to provide overnight shelter. Indicate the current number of beds, the proposed number of beds, and the total number of beds in the facility.

Name of Facility	Year Built	No. of Bedrooms		Number of Beds		Type of Facility **
		Current	Proposed	Current	Proposed	
Total						

** The codes for the type of facility identified above are:

1. Single family
2. Multifamily
3. Dormitory
4. Single Room Occupancy
5. Community center or school building
6. Group Home
7. Other (Please describe the type of structure to be used if it does not fit in these categories):

Exhibit 6

Rehabilitation Budget

A. Rehabilitation.

The conversion, rehabilitation, and lease of real property are eligible expenses, but the acquisition of real property and new construction are not.

For ESG funds requested for conversion, rehabilitation, or renovation of property for emergency shelter, provide evidence, such as a description of the rehabilitation to be done, the assessed value of the building before rehabilitation, and estimated rehabilitation costs, that the conversion, rehabilitation, or renovation meets the definitions specified at 24 CFR 576.3.

B. Budget Summary for Conversion, Rehabilitation, or Renovation.

Complete the Budget Summary below and attach a cost estimate that includes the cost of labor and materials by major trade items (e.g. plumbing, electrical, landscaping, etc.) of the conversion, rehabilitation, or renovation required. Show the total amount for rehabilitation for all sites on this form. Attach copies of this form and estimates for conversion, rehabilitation, or renovation for each facility for which funds for rehabilitation are requested. For conversion, rehabilitation, or renovation activities below to be undertaken with ESG funds in whole or in part, provide a proposed budget for the total cost of conversion, rehabilitation, or renovation. The total amount for conversion, rehabilitation, or renovation shown below must equal the amount indicated from the estimates provided as requested.

Name of Facility	Amount of ESG Funds *	Amount of Other Funds	Total Cost of Activity
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total			

* The total of this column should equal total amount of ESG funds requested for conversion, rehabilitation, or renovation in Exhibit 4.

HUD Offices of Native American Programs

Telephone numbers for Telecommunications Devices for the Deaf (TDD machines) are listed for field offices; all HUD numbers, including those noted *, may be reached via TDD by dialing the Federal Information Relay Service on 1-800-877-TDDY or (1-800-877-8339) or (202) 708-9300.

Eastern Woodlands: Thomas Boockmeier, Administrator,
Office of Native American Programs, 5P
Ralph H. Metcalfe Federal Building,
77 W. Jackson Blvd.,
Chicago, IL 60604-3507
(312) 886-4532; (800) 735-3239; TDD (312) 886-3741.

Southern Plains: Wayne Sims, Administrator,
Office of Native American Programs, 6.1PI
Suite 400,
500 West Main Street,
Oklahoma City, OK 73102
(405) 553-7520.

Northern Plains: Vernon Haragara, Administrator,
Office of Native American Programs, 8P
First Interstate Tower North,
633 17th Street,
Denver, Colorado 80202-3607
(303) 672-5465; TDD (303) 844-6158

Southwest: C. Raphael Mecham, Administrator,
Office of Native American Programs, 9EPID
Two Arizona Center,
400 N. Fifth St., Suite 1650, Arizona Center,
Phoenix AZ 85004-2361
(602) 379-4156; TDD (602) 379-4461.

Northwest: Jerry L. Leslie, Administrator,
Office of Native American Programs, 10PI
Suite 200,
909 First Avenue,
Seattle, Washington 98104-1000
(206) 220-5270; TDD (206) 220-5185

Alaska: Marlin Knight, Administrator,
Office of Native American Programs, 10.1PI
Suite 401,
949 East 36th Avenue,
Anchorage, Alaska 99508-4399
(907) 271-4633; TDD (907) 271-4328